

# MONROE COUNTY

## JOB DESCRIPTION

|   |                               |                         |
|---|-------------------------------|-------------------------|
| <b>Position Title:</b> SPECIALIST PERSONNEL |                               | <b>Date:</b> 4/10/03    |
| <b>Position Level:</b> 7                    | <b>FLSA Status:</b> Nonexempt | <b>Class Code:</b> 7-24 |

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Provides technical and administrative assistance in various phases of human resources administration to enable effective delivery of personnel services and to contribute to efficient Human Resource office operations. Deals with confidential information requiring discretion and tact. Complies with established policies and procedures.

### KEY RESPONSIBILITIES

1. \* Maintain position control for all Monroe County positions in computer (Access & Excel).
2. \* Responsible for processing all Personnel Action Forms for all changes in employee status: Reviews PAF's for accuracy and adherence to county hiring procedures and meets Payroll deadlines in a timely manner.
3. \* Responsible for preparing and processing all aspects necessary for new employees: making all offers of employment, handling necessary paperwork & documentation, physicals, drug testing, research criminal and driving history etc., and follow-ups as required.
4. \* Coordinates necessary county physicals & testing and follow-up as required, including corresponding with applicants, employees, and medical review officer.
5. Complete Promotional Opportunity Notices for all vacant positions.
6. \*Log and file Personnel Actions forms.
7. \*Prepares various reports and queries in Access, Excel, etc. which includes the three (3) monthly turnover reports.
8. Prepares correspondence in a timely and accurate manner; obtains signature(s) as required.
9. Distribute policies and paperwork as requested by employees and process. (name changes, w4's, etc.)
10. Assists departments with hiring procedures and Personnel Policies and Procedures as needed.
11. Maintain organized and accurate files.
12. Responsible for completing position surveys as required.
13. Notifies speakers and employees each month to attend New Employee Orientation.
14. Prepares and distributes I.D. badges.
15. \*Serves as Records Manager for Personnel Section records.

\* Indicates an "essential" job function.

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|--|-------------------------|--------------------------|
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|--|-------------------------|--------------------------|

| <b>KEY JOB REQUIREMENTS</b>                |   |
|--|---|
| <i>Education:</i>                          | Vocational or Technical School required.  |
| <i>Experience:</i>                         | 2 to 3 years.   |
| <i>Impact of Actions:</i>                  | Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.   |
| <i>Complexity:</i>                         | Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.  |
| <i>Decision Making:</i>                    | Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. |
| <i>Communication with Others:</i>          | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.   |
| <i>Managerial Skills:</i>                  | Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.   |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.   |
| <i>On Call Requirements:</i>               | None.   |

| APPROVALS                    |                  |             |
|------------------------------|------------------|-------------|
| <i>Department Head:</i>      |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |
| <i>Division Director:</i>    |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_